

## Library Resource Center

The Library Resource Center at [www.netlibrary.org/resourcecenter](http://www.netlibrary.org/resourcecenter) is where you can administer and manage your library's NetLibrary account. In the Center you can manage user accounts, view current authentication information on file for your library and run real-time usage reports for all your NetLibrary eBook, Downloadable Audiobook, eJournal and database activity—for both unique and shared collections.

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### How to log in

To log in to the Library Resource Center, your username must have the proper security token. Typically the administrator of your library's account has access to the Center. If you would like to gain access, check with the NetLibrary administrator at your library or contact OCLC support at [support@oclc.org](mailto:support@oclc.org).

Go to [www.netlibrary.org/resourcenter](http://www.netlibrary.org/resourcenter) and login with your NetLibrary username and password.

### Reports

The Reports section provides access to usage data. Sample reports are described below.

**Popular Titles:** List of all titles accessed and the number of times each title was accessed during the selected time period, organized from most used to least used.

**Activity by Title:** List of all titles and the number of times each title was accessed during the selected time period, organized alphabetically by title.

**Dusty Titles:** List of all titles and the number of times each titles was accessed during the selected time period, organized from least used to most highly used.

You'll specify 3 parameters to run a usage report: the activity, the collection(s) and the member(s). Follow the steps at right to run a usage report.

### How to run a usage report

Select the appropriate parameters, below:

1. **Activity Interval:** Select a time period for which you wish to run the report. You may select any time period such as a day, a week, a month, a year or the lifetime of the account.
2. **Collection:** Select your collection(s). You may select a single collection, multiple collections or all the collections to which your library has access. Click on a collection in the left box and then click the "Add" button located in-between the two boxes.
3. **Member(s) whose usage you want to view:** Select the member(s) whose usage you wish to view, (typically your library's name) by clicking on the name in the left box and then click the "Add" button located in-between the two boxes.
4. Click "Submit" and your report will display. Sort your report by clicking on any of the column headings.
5. **Export** your report in a tab-delimited format to view in spreadsheet or database applications such as Excel.

Learn how to read a report, continued →

## How to read a NetLibrary usage report

There are multiple reports you can run to monitor your overall NetLibrary usage. Popular reports include Activity by Title, Activity by Subject and Turn-Away Statistics. A typical report will contain columns for information such as:

- Accesses
- Turnaways
- Title
- Subject
- LCC or Dewey classification
- Authors
- Publisher
- ISBN
- Year published

In addition to Usage Reports, you can also run Collection Development reports to display information such as owned content or new titles added recently to NetLibrary.

## How to read an audiobook-specific report

An audiobooks report lets you monitor trends in checkouts and renewals on a title and collection level. An audiobooks report contains two additional usage columns:

- Checkouts
- Renewals

Checkouts plus renewals equal the accesses for an audiobook title. You'll also find totals for accesses, checkouts and renewals in the audiobook-specific report.

For any audiobook collection that has a checkout cap associated with it, you will see your library's cap and the number of checkouts remaining against your library's cap when you run a report on your Downloadable Audiobook collection.

**NetLibrary Usage Report.** Statistics such as numbers of access, checkouts and renewals can help you gauge the success of your NetLibrary investment.

Library RESOURCE CENTER

Home Administration TitleDirect™ Admin TitleSelect™ Reports Help

Public Library

You are here: [home](#) > [reports](#) > [reports step 1](#)

**COLLECTION & USAGE REPORTS**

Report: Activity by Title  
Interval: Lifetime

Selected Collection(s): Audiobook Bible, Audiobook Pimsleur L  
Audiobook Subscription Cap: (Cap = 7500, Remaining Checkout  
Selected Member(s): [Public Library](#)

This report returns data for members that this account has permission to view.

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Accesses	Checkouts	Renewals	Title	Subject	LCC	Dewey	Authors	Publisher	Format
2	2	0	The Autobiography of Benjamin Franklin Biography On Cassette; Unabridged.	History: World and General	E302.6.F7A2 1986eab	923.273	Franklin, Benjamin.	Recorded Books	1
2	1	1	The 11th Element : The Key to Unlocking Your Master Blueprint for Wealth and Success Recorded Books Development; Unabridged.	Business, Economics and Management	HF5386.8377 2004eab	650.1	Schainfeld, Robert.	Recorded Books	1
1	1	0	Wolves of the Calla Dark Tower; Unabridged.	Literature	PS3561.I483W65 2004eab	813/.6	King, Stephen.	Recorded Books	1
1	1	0	A Voice in the Wind Unabridged.	Literature	PS3568.I8316SV65 2004eab	813/.54	Rivers, Francine.	Recorded Books	1
0	0	0	Winter Fire Unabridged.	Literature	PR9199.3.B424W56 2004eab	823/.914	Beverley, Jo.	Recorded Books	1

Rows Per Page: 25  
Total Checkouts: 19  
Total Renewals: 1  
Total Accesses: 20

1 2 3 4 5 6 7 8 9 10

Export Tab Delimited format (Plain text file with a tab between each column of text). Compatible with multiple spreadsheet or database applications.

Total Accesses refers to the number of times all the titles in the report were accessed by a user.

Export the data to create charts and graphs.

Selected Collections are all the collections included in this audiobook report, with the cap also noted.

Total Records Returned refers to the number of titles reported on and available in this audiobook collection.